



Application for

Project Plan Application/Amendment

PJT
6/15

City of Rockville

Department of Community Planning and Development Services

111 Maryland Avenue, Rockville, Maryland 20850

Phone: 240-314-8200 • **Fax:** 240-314-8210 • **E-mail:** Cpds@rockvillemd.gov • **Web site:** www.rockvillemd.gov

Type of Application:

☐ Project Plan

☐ Project Plan Amendment (major)

☐ Project Plan Amendment (minor)

Please Print Clearly or Type

Property Address information _____

Subdivision _____ Lot (S) _____ Block _____

Zoning _____ Tax Account (S) _____ , _____ , _____

Applicant Information:

Please supply Name, Address, Phone Number and E-mail Address

Applicant _____

Property Owner _____

Architect _____

Engineer _____

Attorney _____

Project Name _____

Project Description _____

STAFF USE ONLY

Application Acceptance:

Application # _____

Pre-Application _____

Date Accepted _____

Staff Contact _____

OR

Application Intake:

Date Received _____

Reviewed by _____

Date of Checklist Review _____

Deemed Complete: Yes ☐ No ☐

Application Information:**Level of review and project impact:**

This information will be used to determine your projects impact, per section 25.07.02 of the Zoning Ordinance for Project Plan and Site Plan applications only.

Tract Size _____ acres, # Dwelling Units Total _____ Square Footage of Non-Residential _____
 Residential Area Impact _____ %
 Traffic/ Impact/trips _____

Proposed Development:

Retail _____	Sq. Footage _____	Detached Unit _____	Parking Spaces _____
Office _____	Sq. Footage _____	Duplex _____	Handicapped _____
Restaurant _____	Sq. Footage _____	Townhouse _____	# of Long Term _____
Other _____	Sq. Footage _____	Attached _____	# of Short Term _____
		Multi-Family _____	
		Live _____	
		MPDU _____	

Existing Site Use(s) (to include office, industrial, residential, commercial, medical etc.) _____

Estimated Points Total:

To complete the table below, use the information that you provided above to calculate your total points from the chart below.

Points/Elements	1	2	3	4	Points
Tract size - Acres	1 or fewer	1.1 to 2.5	2.6 to 5	5.1 or greater	
Dwelling Units	5 or fewer	6 to 50	51 to 150	151 or greater	
Square Footage of Non-Residential Space	5,000 or fewer square feet	5,001 to 10,000 square feet	10,001 to 50,000 square feet	50,001 or greater square feet	
Residential Area Impact	No residential development in a residential zone within 1/4 mile of the project	35% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	65% of area within 1/4 mile of the project area is comprised of single-unit detached residential units	Development is within single-unit detached unit area.	
Traffic Impact - Net new peak hour trips	Fewer than 30 trips	30-74 trips	75-149 trips	150 or more trips	
Points Total* The total of the points determine the level of notification and the approving authority .					

Based on The Impact Total Your Project will be:

- ☐ Project Plan Amendment
- ☐ Project Plan Amendment (major)
- ☐ Project Plan Amendment (Minor)

Previous Approvals: (if any)		
Application Number	Date	Action Taken
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A letter of authorization from the owner must be submitted if this application is filed by anyone other than the owner.
I hereby certify that I have the authority to make this application, that the application is complete and correct and that I have read and understand all procedures for filing this application.

Please sign and date

Application Checklist:

The following items are to be furnished as part of this application:

- ☐ Completed Application
- ☐ Filing Fee (to include Sign Fee)
- ☐ Pre-Application Meeting Number _____ and Documentation (Development Review Committee Mtg. notes)
- ☐ Proposed Area Meeting Date _____ including location _____
- ☐ Concept Site development plan, prepared and certified by a professional engineer. (Twelve (12) copies - Fifteen (15) if on a state highway: (size 24 x 36)(folded to 8 1/2 X 11)
- ☐ Approved NRI/FSD (Natural Resources Inventory/Forest Stand Delineation Plan)
- ☐ Conceptual Building Elevations & Floor Plan (3 copies)
- ☐ CTR (Comprehensive Transportation Review) Report –with fee acceptable to Public Works (copy to CPDS).
- ☐ Concept Landscape Plan (6 copies) (size 24" X 36") (folded to 8 1/2" X 11").
- ☐ Preliminary Forest Conservation Plan (FCP)
- ☐ Pre-Application Storm Water Management Concept Package with Fee via Separate Check
- ☐ Water and Sewer Authorization Application
- ☐ Project narrative to include statement of justification that addresses compliance with all relevant Sections of the Zoning Ordinance, including but not limited to:
 - Comprehensive Master Plan and other plan regulations
 - Master Plan other Plans and Regulations
 - Mixed Use Development Standards, including Layback slope and shadow study (Section 25.13)
 - Landscape, Screening and Lighting Manual
 - Adequate Public Facilities (Section 25.20)
 - Parking (Section 25.16)
 - Signs (Section 25.18)
 - Public use space (Section 25.17)
- ☐ Additional information as requested by staff
- ☐ Electronic Version of all materials (pdf format acceptable)
- ☐ Fire protection site plan

Comments on Submittal: (For Staff Use Only)
